

Instructions and Application To Pay Tuition Fees by Instalment – VET students only

Time Frame for applications

You must apply to pay tuition fees by instalment **each semester**. All applications must be lodged to the Student Centre on or before the closing date:

11th March 2008 (Semester 1 2008 applications)

11th August 2008 (Semester 2 2008 applications)

Any applications lodged after the due date may not be considered for assessment.

Who should use this form?

This form applies to all VET students who wish to pay their tuition fees by instalment.

How do I apply to pay my fees by instalment?

To pay your fees by instalment you will need to complete an application form and submit it within the time frame provided.

How do I lodge my application?

Please lodge your application with the Student Centre.

You can also mail your application to:

Student Finance

Student Administrative Services

The University of Adelaide SA 5005

What are the instalment dates to pay my tuition fees?

Providing the form is completed and submitted within the time frame suggested, your application will be approved. The University will then split your semester tuition fees into thirds and expect instalment payments to be made on or before the following dates:

Semester 1 2008

Payment 1 – to be made on or before 17th March 2008

Payment 2 – to be made on or before 12th May 2008

Payment 3 – to be made on or before 16th June 2008

Semester 2 2008

Payment 1 – to be made on or before 18th August 2008

Payment 2 – to be made on or before 13th October 2008

Payment 3 – to be made on or before 17th November 2008

What are the next steps?

Student Finance will contact you by your **student email** address within 5 working days of receiving your application and prepare a contract for you to sign. This contract is a binding legal document and you are required to abide by all of the terms and conditions of this contract. You must read and understand this document fully before signing. **Do not sign this contract unless you understand it and agree to abide by all of the terms and conditions.**

What happens if I cannot meet my approved Payment Plan?

If you do not meet the first instalment on your payment plan, your enrolment will be cancelled.

If you are unable to meet the second or third instalment on your approved payment plan you will have any future enrolment cancelled and will not be able to re-enrol until all outstanding fees are paid. You will also not be eligible to pay tuition fees by instalment in any future term.

Access to University Services

Access to some University Services will be restricted during your payment plan period. You will not be able to access Academic Transcripts or Graduations. You may also have difficulty making amendments to your enrolment. If you are on an approved payment plan and you are seeking to make changes to your enrolment you should discuss this with your School or the Student Centre

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Please read the Instructions for Applying to Pay Tuition Fees by Instalment before completing this form.

Case Reference Number:	
	<i>Office Use Only</i>

1. Title (eg. Mr, Mrs, Miss)	
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2. Your Full Name	Surname
	Given Names

4. Your Student ID	
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5. Name of your Academic Program	
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6. Year that you commenced this program	
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7. Semester and year for which this application is sought	
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8. Declaration

I declare that I have read and understood the Instructions for Applying to Pay Tuition Fees by Instalment and the information I have given on this application is correct. I also understand and acknowledge that if my application is approved I will be required to enter into a contract with Student Finance and that this contract becomes a binding legal document and I will be required to abide by the terms of it.

Signature: _____ Date: _____